



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

890710-03

<b>FOR AGENCY USE</b>		<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date	1. Agency Address GEORGIA BUREAU OF INVESTIGATION GEORGIA CRIME INFORMATION CENTER 3121 PANTHERSVILLE ROAD DECATUR, GA 30034	Application Number	89-075
Application Number		Date Received AUG 14 1989	Date Completed AUG 28 1989

2. Person to Contact ROBERT MORRIS	Working Title CHIEF, AFIS COMPUTER OPERATIONS SECTION	Telephone Number 244-2737
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3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series Earliest 1988 Latest CONTINUING not applicable	5. Records Series Title (followed by title used in office, if different) GBI/AFIS DATABASE BACKUPS Automated Fingerprint Identification System Database Backups
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6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Georgia Crime Information Center maintains a criminal fingerprint identification system for the State of Georgia. The system stores criminal fingerprint cards which are referenced by computer to identify an individual and record their criminal activity.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: Conversion of fingerprints from paper documents to State of Georgia Automated Fingerprint Identification System.

Included are: 200 magnetic tapes (10" reel)

File is arranged: Tapes are assigned volume numbers.

8. Monthly Reference Rate How often are records referred to which are:  
One to six months old: monthly; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?

9. Annual Rate of Accumulation of Records  
Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) not applicable

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? On-line magnetic disk
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. OCGA 35-3-30, GCIC rules and regulations.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
na	na	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
na	na	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 months _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retention period is three months. Three sets of 200 tapes rotated monthly.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) \* SEE BELOW

GCIC may require emergency access to a tape at any time 24 hours/day; 7 days per week, 365 days per year.

Media must be stored in a data vault which has temperature and humidity controls, air quality controls, halon fire protection and security protection.

\* Master tapes will be held at GBI. Slave tapes will be rotated every three months to: Computer Services Center - GBI  
330 Capitol Avenue, S. E.  
Atlanta, GA 30334

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert Hammett</i>	7/6/89	<i>Margaret A. Jovet</i>	7/6/89
890710-03		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
89-075		<i>W. H. Little</i>	8/18/89
		Secretary of State/Designee	Date
		<i>Edward Wilson</i>	8/24/89
		Governor/Attorney General/Designee	Date
		<i>W. H. Rogers</i>	8/28/89